



Operations Assistant

Bushel Plus is a growing agricultural company with a global customer base. Located in Brandon, Manitoba, we are looking for a competent full time Operations Assistant to work cohesively with team members, both on-site and remotely. Reporting to the Inventory & Logistics Coordinator, the ideal candidate will be a professional who is able to undertake a diverse set of functions with a high degree of attention to detail and a continuous improvement mindset.

This full-time position will be responsible for efficient operations and coordination of the organization, assisting leadership and sales divisions, with a central focus on warehouse supports. The Operations Assistant will provide exceptional customer service and interactions with the team, optimizing organizational efficiency and effectiveness.

Roles and Responsibilities:

- Respond to telephone, email, walk-in and website contact form inquiries from existing clients, prospective clients, vendors and other constituents
- General office duties such as mail, ordering of supplies and provide administrative supports and duties to warehousing, sales and leadership as required
- Responsible to process receivables, complete bank deposits and required data entry/processing in Quickbooks
- Maintenance of training documents and tracking
- Coordinate tradeshow bookings, logistics and supporting material required
- Assist with order packing as necessary
- Assist with inventory control processes
- Assist with shipping/receiving of parts, and required documentation/tracking

Qualifications/Desired Attributes:

- Grade 12 diploma
- 1 – 3 years minimum experience/education in office administration
- Previous warehousing/inventory management experience an asset
- Must be physically able to lift up to 50 lbs
- Detail-oriented, flexible and highly motivated with a strong work ethic and effective time-management and organizational skills
- Must be proficient in using Microsoft Word, Excel, QuickBooks
- Must have a valid Class 5 drivers license
- You may be required to work outside of standard hours during peak shipping periods

Applications/Inquiries can be sent to: Kelly Beattie, Agriculture Advisory Group
kelly@agricultureadvisorygroup.com